

ROUTING AND TRANSMITTAL SLIP

Date

29 August 1985

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DDA - 7D24 Hqs

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3 SEP 1985

2. ADDA

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3. DDA

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Action

File

Note and Return

Approval

For Clearance

Per Conversation

As Requested

For Correction

Prepare Reply

Circulate

For Your Information

See Me

Comment

Investigate

Signature

Coordination

Justify

REMARKS

Harry: ✓

This is a letter which Allied has forwarded to each of its employees working with us. Their recognition of the team effort is commendable.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

Director of Logistics

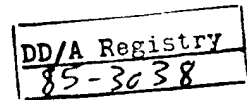
Room No. Bldg.

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OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

★ GPO : 1983 O - 381-529 (301)



Allied EASTERN STATES MAINTENANCE
CORPORATION

% CIA, WASHINGTON, D.C. 20505

ATTN: OL/HOME/OMB/ROOM-1345 3E24

26 August 1985

Ms. Loretta Ogden
Allied Eastern States
Maintenance Corporation
Washington, DC 20505

Dear Loretta:

The Central Intelligence Agency awarded a 95% evaluation score on our third quarter performance of services. This achievement is all the more remarkable in that the evaluation was based on an absolute standard without allowances for start up, or accumulated backlog prior to our assumption of responsibility.

Such an achievement is not possible without the effort of the great majority of our employees, from senior manager to individual worker. The areas cited for special recognition were:

- Planning and execution of a major chilled water outage.
- Reorganization of power plant and headquarters building maintenance and operation interface.
- Automation of the work order system.
- Recruitment of quality personnel for specialized positions.
- Effectiveness of the Talent Scout Program.
- Responsiveness to renovation projects.
- Effectiveness of the Preventive Maintenance Program.
- Responsiveness to correcting two adverse environmental conditions.
- Responsiveness to unanticipated utility outages.
- Maintenance of quality utility service despite demolition and construction activities at the power plant.
- Receipt of many favorable comments regarding custodial employees.

Allied

CIA Award Evaluation
26 August 1985
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Reduced absenteeism of custodial employees.
Emphasis on training activities including counter
intelligence and counter terrorist seminars.
Perfect security record.
Cost effective expenditures.

While it would be possible for me to single you out for one
or more of these areas of special achievement, the overall
evaluation was the result of a team effort and therefore we may
all share in the team glory.

I want to thank each of you individually for your contri-
bution and ask for your continued support.

A copy of this letter will be placed in your personnel file.

Sincerely,


Harold L. Blank
Site Manager

HLB/lo